



STATE OF INDIANA
OFFICE OF THE FIRST LADY
Indianapolis, IN 46204-2797

Karen Pence
First Lady

Dear Educator:

Please share the following information with your second, third and fifth grade teachers.

This year at the Indiana State House, we will continue the tradition of placing a large coniferous tree in the Rotunda. Your assistance is requested in helping us to decorate this special tree. This year's theme is "Pets Across Indiana!" We ask that your students create an ornament that celebrates a special pet that they have known or maybe even one that they would like to have! We will make sure the ornament is put on the State House tree or a tree at the Governor's Residence.

Ornaments:

- Pet Ornaments should be no larger than eight square inches.
- Pet Ornaments can be decorated with any available materials—paper, poster board, papier-mâché, pipe cleaners, wood, yarn, photographs, etc.
- No breakable or perishable items, please.
- A hook or way to hang the ornament from a branch should be attached.
- Ornaments will not be returned.
- **All ornaments must be received by December 3rd in order to be placed on one of the trees.**

- **PLEASE PUT STUDENT NAME AND SCHOOL ON EACH ORNAMENT.**

Ornaments can be mailed or delivered to the address below:

State House Tour Office
200 West Washington Street, Room 220
Indianapolis, Indiana 46204

The official **State Holiday Tree Trim will take place on Friday, December 13th**. The kick off program will be held at 11:00 A.M. in the State House Rotunda. Festivities will include the official tree trimming by the students, special guests including First Lady Karen Pence, and holiday music.

You can make arrangements to attend the Tree Trim program through the State House Tour Office at (317) 233-5293. Schools will be scheduled on a first come, first served basis, so please make your arrangements soon.

Photos from the State Holiday Tree Trim can be viewed after December 16th on the First Lady's website at www.in.gov/gov/firstlady. Click on photo gallery.

We certainly hope your school will join us in this fun and educational project and look forward to hearing from you. Best wishes for a happy and peaceful holiday season.

Sincerely,
The 2013 Tree Trim Committee
First Lady Karen Pence, Honorary Chair